

ENGL 4320.W01 (Spring 2018)

Editing (Online)

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Office Hours: TR 10:00-11:00 am &
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This online course is partially or entirely delivered within the TAMUCC Blackboard system.

Read the "Online Learning Information" section of this syllabus, also available on Blackboard, for more information about Online Learning at TAMUCC and in this course.

I maintain a consistent web presence and am available via Slack, WebEx, email, or in person. I will commonly respond to email requests within 24 hours, but you can expect a response within 3 days.

Catalog Description

ENGL 4320: Professional Writing Workshop is repeatable for credit as the course topic varies.

About the Course

Learning to be an editor is more than hunting down comma splices and changing misspelled words; it is learning to be a person who understands the rhetorical situations of published texts and who helps writers deliver texts that work for readers.

While professional and technical writers commonly perform editing as part of their job duties, writers of all stripes are often asked to edit or review the work of friends and other writers in and beyond the workplace. This course will especially benefit students interested in publishing and self-publishing, technical and professional writing, and scholarly or technical editing.

Whether in-house or freelance, editing work is increasingly done remotely. Having this class online gives you an opportunity to learn to work with authors and other editors remotely and practice communicating effectively in a digitally mediated environment.

Course Website

Our course website is at <https://cdmandrews.github.io/editing>

Course Outcomes

In this course you will:

- Articulate the rhetorical situation of editing
- Perform different levels of editing, from developmental and comprehensive to copy
- Edit a variety of texts globally and locally with a rhetorical approach to usage, style, grammar, and mechanics as well as to visuals, graphics, and multimodal design
- Learn to use the professional language and tools of editing
- Learn effective strategies for remote collaborative work
- Articulate ethical and legal issues surrounding publishing in print and online, including copyright and fair use

Required Materials

The bookstore will have the following required materials in stock:

- University of Chicago Press. *The Chicago Manual of Style*. 16th ed. Chicago: U of Chicago Press (A subscription to [The Chicago Manual of Style Online](#) is also acceptable.)
- Williams, Joseph M. *Style: Lessons in Clarity and Grace*, 9th ed. Chicago: U of Chicago Press, 2007. (this book is in several editions; purchase the one listed)
- Saller, Carol Fisher. *The Subversive Copy Editor: Advice from Chicago*. 2nd ed. Chicago: U of Chicago Press, 2016.
- Other required readings will be distributed electronically.

Required Technologies

All of the following required technologies are available free:

- A [Slack](#) account (desktop app and mobile app recommended)
- A [Dropbox](#) account
- A [Google Drive](#) account
- A PDF reader capable of marking up documents
- A scanning app on your tablet or smartphone for scanning marked hardcopy

When you sign up for an online class, I assume that you have:

- Basic emailing, web browsing, and word processing skills
- A computer with reliable Internet access and the ability to install apps and software. TAMU-CC provides students with FREE access to Office 365; visit it.tamucc.edu/Office365/Office365.html
- Access to Blackboard, TAMU-CC's Learning Management System (LMS), bb9.tamucc.edu/webapps/login/. Visit iol.tamucc.edu/techreq.html to determine computer requirements for using Blackboard (I will only use Blackboard to post grades and provide basic course information.)

Graded Activities

Complete descriptions, requirements, evaluation criteria, and rubrics are available on our course site.

I will use the A-F grading scheme as described in the *University Catalog*.

Assignment	% of final grade
Weekly assignments: Reading responses and sentence style activities from <i>Style:LC&G</i> (14 responses due Mondays and peer responses due Wednesdays)	20 (1.5 ea x 14)
Basic marking and copyediting project: Learn to mark and copy edit by editing a Wikipedia article on a non-technical subject. (Due February 23)	15
Style guide review: Collaborate with another student to review and compare editorial style guides for technical, scholarly, or professional publications; present your findings to the class. (Due March 23)	20
Multi-stage editorial and query project: Learn to work through substantive, copy editing, and proofreading with an emphasis on writing author query letters. Coordinating with other copyeditors in class, you will edit your classmates' Editing pet peeve projects. (Weekly deadlines April 6-May 2)	25
Editing pet peeve project: Select an editorial pet peeve to explore in detail; present your research on that peeve in writing or another appropriate medium. (Due to peer editors April 2; Final revision due May 9)	20

Course Schedule

A detailed weekly schedule is available on our course site. Due dates listed on this schedule are tentative; I will provide you with written changes if needed.

On a normal week, you will post a response to readings to Slack on Tuesday and respond to your peers and my own post by Thursday. Major projects or editorial stages are generally due on Fridays.

Week	Date	Assignments
1	Jan 16-19	Intro to the course. Techs setup. Style vs Correctness. What's an editor do, really? <i>Style, Lessons in Clarity and Grace (Style)</i> 1 & 2 <i>Chicago Manual of Style (CMS)</i> TBD
2	Jan 22-26	<i>Style</i> 3 & 4; <i>Subversive Copy Editor</i> 1-4 Response 1 due Tuesday, peer responses due Thursday
3	Jan 29-Feb 2	Preview major projects " One Man's Quest to Rid Wikipedia of Exactly One Grammatical Mistake "; " comprised of " essay by Giraffedata; <i>CMSTBD</i> Response 2 due Tuesday, peer responses due Thursday
4	Feb 5-8	<i>Style</i> 5 & 6; <i>CMSTBD</i> Response 3 due Tuesday/Thursday
5	Feb 12-16	<i>Subversive Copy Editor</i> 5-7; <i>CMSTBD</i> Response 4 due Tuesday/Thursday
6	Feb 19-23	<i>Subversive Copy Editor</i> 8-11 Response 5 due Tuesday/Thursday Marking & copyediting project due Friday, Feb 23.
7	Feb 26- Mar 2	<i>Style</i> 7-8; <i>CMSTBD</i> Check in on Editing Pet Peeve project Response 6 due Tuesday/Thursday
8	March 5-9	<i>Style</i> 9; <i>CMSTBD</i> Response 7 due Tuesday/Thursday
	Mar 12-16	Spring Break
9	Mar 19-23	Selected readings on copyright; <i>CMSTBD</i> Response 8 due Tuesday/Thursday Style Guide Review project due Friday, Mar. 23
10	Mar 26-30	<i>Style</i> 10-11; <i>CMSTBD</i> Response 9 due Tuesday/Thursday
11	Apr 2-6	<i>TE</i> chapter 14 (handout) Response 10 due Tuesday/Thursday 1st round editing due; Editor queries due Friday, April 6
12	Apr 9-13	<i>Style</i> 12; <i>CMSTBD</i> Response 11 due Tuesday/Thursday
13	Apr 16-20	<i>CMSTBD</i> Response 12 due Tuesday/Thursday 2nd round editing due; Author queries due Friday, April 20

14	Apr 23-27	CMSTBD Response 13 due Tuesday/Thursday Authors work on edited manuscripts
15	Apr 30-May 2	Response 14 due Tuesday/Thursday: debrief on multi-stage editing project 3rd round editing due; Proofs due Friday, May 2
FINAL		Editing Pet Peeve projects due May 9

* Due dates are tentative

Course Conduct (OL)

Students will practice respect and responsibility as a part of this learning community. Some things you can do to exhibit an attitude of respect and responsibility:

Use Slack: Interacting with your classmates is just as valuable as interacting with the instructor. In this course, we'll do a lot of our communicating via Slack, a cloud-based collaboration tool:

- You can access Slack from any browser and via Slack apps for mobile or desktop devices. Please download and install Slack apps to your desktop/laptop and mobile device before we meet our first class.
- I will provide introductory material about Slack before and during the first week of class.
- Keep your Slack access live on all of your devices so we can fully integrate the platform into our learning environment. (You can set "away" hours so that you won't be disturbed at all hours.)
- I will use the #announcements channel to communicate information and announcements about the course.
- Discussions on Slack are an important learning tool in the course. Take advantage of discussions and participate in discussion channels in a timely manner. Add your opinions to/participate in the discussions, but do so respectfully.
- Get to know other classmates. Reach out through Slack channels or direct messaging to support each other. If you have good info/tips on what is working for you, on resources, or other ideas, please share with the group so we can help each other out.
- Use the #troubleshooting channel to ask technical or process questions. The class will become its own community of practice, and you will be amazed at how good of a resource your colleagues can be.

FERPA Privacy note: I won't use any forum other than your university email to ask or talk about grades. Grade discussions are private and should occur with your instructor only.

Understand late work and revision policies: Post assignments on time. I am understanding of occasional late work, but it is up to you to prioritize learning activities in this class.

- Habitual late homework (beyond three times) will receive 10% point reductions
- Late work for major projects will earn a 10% reduction in grade
- I will not accept major projects more than 5 calendar days late
- The last day to submit work will be posted on the course calendar

I am on your side, but you are responsible for you: keep up with your assignments and your grades. It is not the teacher's responsibility to tell you what you have or haven't turned in. Grades will be available in Blackboard so all you have to do is regularly check to make sure you have grades posted for all work.

I accept revisions on major projects, provided that you meet formally with me to discuss feedback on your project, a revision agenda, and a timeline for completion. I will share this policy in the first weeks of the class.

Practice professional communication in email: Email is among the more important professional genres we use today, and although our primary method of communication will be Slack, I still expect you will check your university email account regularly.

As the class is a professional writing course, I expect that you will practice what we're learning. Professional email includes a meaningful subject line and a complete inquiry, and uses language appropriate for the writer's context.

- Unprofessional emails will result in non-response.
- I will commonly respond to email requests within 24 hours, but you can expect a response within 3 days. I generally do not answer emails over the weekend.
- I will email initial announcements and information about the course to your islander.tamucc.edu email account. You may set up email forwarding if you wish, but you are responsible for checking email. Missing emails is not an excuse for missed work or announcements.

Keep up with the class schedule: In an online class, people inevitably ask me, "What can I do to get ahead?" There are a few parts to this answer:

ENGL 4329 is a regular college course and not a correspondence course, and isn't designed for you to complete assignments entirely at your own pace. Part of my reasoning is about you: you'll learn as much from each other than you will from me, and I run a highly interactive course. Part of my reasoning is selfish: I have scheduled coursework in such a way that I have time to read and respond to your work individually, rather than receive a bunch of everything all at once and have to sit and respond to forum posts until my eye sockets burn out.

On early work: You may post assignments early; some activities will require you to revisit and reply to others' work. Do not forget to return at the right time and complete these discussions. If you begin assignments early, do so understanding that I've organized and scaffolded our weekly activities so that they will help prepare you to complete and be successful on major projects. If you get too far ahead on those, you may end up heading in the wrong direction because you haven't yet completed a key discussion activity or had a chance to benefit from peer review.

Learn to use our technology: Difficulty with your computer or technology is not an acceptable excuse for late work, whether those are reading responses or major projects. Practice agency by backing up your work, practicing good file management habits, ensuring your technology is updated within your means and the expectations of coursework, and saving early and often.

Ultimately, you are responsible for your command of technology as well as course content. I will help you do this and provide resources to support you, but if you are having difficulty it is your responsibility to a) ask for help and b) look for tutorials and supplementary material that work for you.

Course Policies

Notice to Students with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom, or on campus, please contact the Disability Services office for assistance.

Statement of Civility: Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Plagiarism and Academic Dishonesty: University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic

misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.)

In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in:

- first offense = no credit for assignment
- subsequent offenses = failure of class

In general terms, students are expected to "demonstrate a high level of maturity, self-direction and ability to manage their own affairs" and to "conduct themselves in accordance with the highest standards of academic honesty." Instances of plagiarism will be handled in accordance with Texas A&M University-Corpus Christi General Academic Policies and Regulations as listed in the current catalog.

Reminder to English Majors: As part of the English undergraduate capstone course, all English majors are required to submit a portfolio of writings in different discourse genres that they have completed for their college classes. To help you prepare for this assignment, you should keep a copy of all essays, research papers, literary analyses, creative and report writing, etc., so that you will have an ample selection from which to choose when the portfolio comes due.

Dropping a Class

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. April 6, 2018, is the last day to drop a class with an automatic grade of "W" this term.

Grade Appeal Process

As stated in University Procedure 13.02.99.C2.03, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at:

http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf.

For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean's office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, <http://cla.tamucc.edu/about/student-resources.html>.

Statement of Academic Continuity: In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

Academic Advising: The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

Online Learning Information

Find more information about Online Learning, including orientation modules, at <http://iol.tamucc.edu>

Log in to Blackboard Learn at <http://bb9.tamucc.edu>

Online courses give you a great deal of flexibility, but also require computing, communication, and organization skills that may not be emphasized in face-to-face courses. Online courses emphasize active learning and regular contact with your instructor and other students.

To get started well:

- Check Blackboard or your course website early and often
- Read the course syllabus
- Purchase and locate all reading material
- Print out syllabus and calendars
- Enter major dates and deadlines into your calendar

Strategies for success:

- Practice self-motivation and self-discipline
- Read assigned material and take notes: outline, summarize, and create relationships between ideas
- Keep a record of your progress
- Make plans, set goals, and monitor your successes

Make sure you give yourself adequate time to succeed. For a 3 credit hour course, prepare to allot 6-12 hours of time per week to study and take notes on readings, participate in discussion forums, and work on projects. This is somewhat intensified in summer courses.

Required Skills and Tools

- Basic computer skills
- Basic word processing skills
- Basic emailing skills
- Way to save work; either personal computer, portable storage, or cloud storage.
- MS Word is suggested, but not required. TAMUCC provides free access to Office 365 to all students. Visit <http://iol.tamucc.edu> for details.

Required Interactions

Online courses require careful, active communication. You should:

- Check BB.9 or your course website regularly (at least 3 times per week)
- Check Islander email daily
- Participate in online discussions
- Interact with other students as well as your instructor

Where can I get support?

- **Help with Blackboard:** Either the student Help Desk on the 2nd floor of CCH (825-2825) or at the IOL website: <http://iol.tamucc.edu/>
- **University IT Services:** Help Desk or the IT Services website: <http://it.tamucc.edu/>
- **New users:** To claim your Island ID, visit <http://it.tamucc.edu/newuser/index.html>.

